

**Schedule and FWS assignments – Carlsbad, NM  
Pecos River Village Conference Center  
711 Muscatel Avenue  
Carlsbad, New Mexico 88220**

**PRIOR TO MEETING** – Room set-up, meet with security

***Assignments:***

- NMESFO – create and print comment cards, sign in sheets and posters for public hearings.
- Lesli – prepare a list of all FWS folk’s cell phone numbers in advance and provide the list to each FWS person in case of an emergency prior to, during, or after the meetings.
- NMESFO – make name tags for all FWS people.
- NMESFO - hang the maps, etc. and lay out hand-outs prior to the information meeting.
- NMESFO – set up PowerPoint equipment and make sure it’s working.
- NMESFO – bring 2 sets of wall maps/info
- NMESFO – bring nightly agenda/schedule, and putty and thumbtacks to display the documents.
- NMESFO – will coordinate the sign-in table.
- NMESFO– make the “No firearms” signs to post.
- NMESFO - post on easels “No firearms” signs near entrances.
- NMESFO – make signs directing folks to the meeting room.
- NMESFO – post or mount the signs on easels (nothing to affix to walls).
- NMESFO – meet with security folks and agree on a signal that will let them know if/when we need them to step in; ID alternative exits and make sure all of our folks. Know where they are and where we should meet or how we should contact each other in case of an emergency.
- NMESFO – bring pens to public meetings/hearings for sign in tables.
- NMESFO – take a box to put on the sign-in tables to use to collect any written comments we receive.
- NMESFO – finalize all contracts and be sure venue, security, and court reporter are paid on time.

**5:00 p.m. – 6:00 p.m. – Registration/Sign-In/Information Meeting**

During the entire information meeting, sign-in tables will be set up and attended by 4-6 FWS employees. There will be 2 sign-in tables with 2 people at each table. Each table will have multiple sign-in sheets (please encourage everyone to sign-in, whether they plan to speak or not, and monitor that you can read their writing for the name and contact information.) Additionally, there will be special cards for folks to fill out if they want to make oral comments. When they sign in, FWS sign-in table attendee should write the time they signed in on these special cards. Folks staffing the sign-in tables should inform persons interested in making a statement that they should do so during the hearing portion, not the information meeting portion, to go on record.

Updated: June 10, 2017

There will also be hand-outs on separate tables in the foyer (not on the sign-in tables, to avoid congestion). These hand-outs will be the same ones that are on tables inside the room, too.

***Assignments:***

- Sign-in table will be set-up and attended by the Frank Weaver, Mark Horner, Kano Williams and Vicky Ryan.
- NMESFO office printing and bringing the comment cards, speaker cards, and lots of pens.

Public can move around the room and pick up hand-outs that will be on various tables, look at maps/info mounted on easels/walls. If people have questions during this time FWS staff will be available to answer questions.

**Minute 0-15** – Public can move around the room and pick up hand-outs that will be on various tables, look at materials on display or posted on the walls. If people have questions during this time, FWS staff will be available to answer questions. There will also be posters in the sign-in area and in the hearing room with the schedule for the night (info mtg, presentation times, break time, hearing time)

***Assignments:***

- Staff at Carlsbad to answer questions – Charrish Stevens, Ernesto Reyes, and Deb Hill

**Minute 15-25** – Powerpoint presentation (5-10 minutes)

***Assignments:***

- Deb Hill will give a powerpoint with background information on the proposal and process.
- Lesli will facilitate the Info mtg Q&A session and introduce Deb's presentation
- Deb will bring ppt on a thumb drive as a back up
  - o Practice run of ppt presentation and possible Q&As on Thursday, June 1 at 12 p.m. CT, at that time we will also work out who will answer what kinds of questions

**Minute 25-60** – Q&A: Deb will take questions from the audience. Questioners will come to a podium at the front of the room and speak into the microphone. Susan will either answer the question or refer it to one of his panelists. Q&As will last until the end of the info meeting or folks run out of questions, whichever comes first. During the Q&A, people can continue to pick up hand-outs or look at maps, but no one from FWS will be answering questions from anywhere else in the room, except the front table and directed by Susan.

***Assignments:***

- Lesli will facilitate this and make sure audience knows this is not part of the hearing, not on the record; we are not taking (oral) comments at this point – rather answering questions for audience info. Lesli will let them know that oral comments for the record will only be taken at the hearing, written comments can be submitted anytime.
- Panel to answer questions – Charrish Stevens, Ernesto Reyes and Deb Hill

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- During this time the sign-in table will be attended by: Frank Weaver, Mark Horner, Kano Williams and Vicky Ryan.

**Half hour break** between the information meeting and the public hearing. Sign-in will continue during this time.

*Assignments:*

- Frank, Mark, Kano, and Vicky – put cards in chronological order by sign-in time (first in, first to speak), except put elected officials first (**Federal congressman** or their staff if speaking for them, **State congressman** or their staff if speaking for them, **Tribal leaders/ reps**, and **local elected officials**, like Mayors, City or County council members to the extent that we can identify them and they want to be moved up in the list of speakers.). Frank – run the cards up to hearing officer about 10 minutes before the hearing and periodically during the hearing as people arrive later.

**6:30 p.m. – 8:30 p.m. – Public Hearing**

George Dennis will serve as the public hearing officer and will open the hearing and provide background on the process. Hearing officer will introduce Ted Koch for a brief statement. After statement, hearing officer will make further comments. All this should take no longer than 10 min. Then we will begin taking comments.

**Room set-up**

- Theater style seating so seating for audience provided. Tables and chairs for the FWS folks requested.
- Along sides and back of the room need two-three tables with hand-outs and place poster-size map, timeline posters and meeting/hearing agenda.
- Sign-in tables – to be located outside of the hearing rooms (in the lobby).
- Powerpoint screen will be behind and to side of panelist.
- Microphone for powerpoint presentations.

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**Schedule Day of Hearings**

2:30 – 3:30 p.m. - Everyone meet at venue for set up and to make sure the powerpoint and electronic equipment is working.

3:30 p.m. – Meet with security and introduce to FWS staff; equip technician will meet up to help with projector, sound system, etc.(?)

4:00 p.m. – Have sandwiches or pizza delivered or picked up for early dinner

5:00 p.m. – Registration/Sign-In/Information Meeting

5:15 p.m. – PPT Presentation

6:00 p.m. – Information Meeting ends / 30 min break

6:30 p.m. – Public Hearing

9:00 p.m. - Clean up and all leave together.

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### **FWS Meeting Etiquette (Helpful tips)**

- No sidebar conversations while in the mtg./hrg. room, even if you are not sitting up front.
  - No cell phone use or checking blackberries, especially if you are in front of the room -- unless there is an emergency message.
  - Be aware of your facial expressions and demonstrate that you are listening to the speakers; careful of funny expressions or laughing; let them know you take what they are saying seriously.
  - Careful not to lose your temper.
  - Dress is business casual (no jeans, no Service logos).
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Charrish Stevens  
Ernesto Reyes  
Debra Hill  
Vicky Ryan  
Mark Horner  
Ron Maes  
Kano Williams  
George Dennis  
Ted Koch  
Shawn Sartorius  
Lesli Gray  
Frank Weaver  
Andy Devolder  
Anthony Diaz

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### **Hand-outs: 100 copies of each**

- News Release
- FAQs
- Hornshell and Listing Fact Sheets

### **Multimedia/Displays:**

- Maps
- Powerpoint presentation
- Agenda signs and Direction signs